

## 2022 Skills First Enrolment Form

<b>Course Enrolment:</b>											
Please indicate which course you are enrolling in below (tick appropriate box):											
<input type="checkbox"/> <b>MEM20105-</b> Certificate II in Engineering (Traineeship)											
<input type="checkbox"/> <b>MEM30219-</b> Certificate III in Engineering Mechanical Trade (Apprenticeship)											
Personal Details (Please Print)											
Name (full name) <i>Please write the name that you used when you applied for your Unique Student Identifier (USI)</i>											
Address	Suburb: P/C:										
Postal Address (if different from above)	Suburb: P/C:										
Phone and Mobile	Home Phone: Mobile Phone:										
Date of Birth											
Personal Email											
Emergency Contact and phone no											
Workplace Name											
Workplace Email											
Workplace Supervisor Name and Phone Number											
Unique Student Identifier (USI)	<p>From 1 January 2015, we, AIE can be prevented from issuing you with a nationally recognised VET Qualification or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI).</p> <p>You may already have a USI if you have done any nationally recognised training. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <a href="https://www.usi.gov.au/students/find-your-usi">https://www.usi.gov.au/students/find-your-usi</a></p> <p>If you have not yet obtained a USI you can apply for it directly at <a href="https://www.usi.gov.au/your-usi/create-usi">https://www.usi.gov.au/your-usi/create-usi</a> on computer or mobile device.</p> <p>Enter your Unique Student Identifier:</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table> <p>Please note: A person with a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. To apply for an exemption, the student must complete the Commonwealth Statutory Declaration Form found at: <a href="https://www.usi.gov.au/documents/usi-statutory-declaration">https://www.usi.gov.au/documents/usi-statutory-declaration</a></p>										

Victorian Student Number (VSN)	<p>If you are aged <b>25 or younger</b> at time of enrolment and have a Victorian Student Number then please provide it below:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p>If you don't have a VSN please answer the following:          Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</p> <p><input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (No more questions if you answer No)</p> <p><input type="checkbox"/> Yes - I have attended a Victorian school since 2009:          Most recent Victorian school attended .....          and / or</p> <p><input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011          List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations): .....          .....          .....</p> <p style="text-align: right;">Obtained ____/____/____ Provided to Student ____/____/____</p>												
<b>General Information. Please answer the following questions:</b>													
What is your gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)												
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other- please specify _____												
What is your residential status?	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Not a Citizen												
Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify _____												
Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander												
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.) <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Hearing/Deaf</td> <td><input type="checkbox"/> Intellectual</td> </tr> <tr> <td><input type="checkbox"/> Physical</td> <td><input type="checkbox"/> Vision</td> </tr> <tr> <td><input type="checkbox"/> Medical Condition</td> <td><input type="checkbox"/> Mental Health Condition</td> </tr> <tr> <td><input type="checkbox"/> Acquired Brain Impairment</td> <td><input type="checkbox"/> Learning</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other, please indicate: _____</td> </tr> </table>	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Physical	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning	<input type="checkbox"/> Other, please indicate: _____			
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<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning												
<input type="checkbox"/> Other, please indicate: _____													
What is your highest COMPLETED school level? (Tick ONE box only)	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Completed Year 8 or lower</td> <td>Year Completed _____</td> </tr> <tr> <td><input type="checkbox"/> Completed Year 9 or equivalent</td> <td>Year Completed _____</td> </tr> <tr> <td><input type="checkbox"/> Completed Year 10</td> <td>Year Completed _____</td> </tr> <tr> <td><input type="checkbox"/> Completed Year 11</td> <td>Year Completed _____</td> </tr> <tr> <td><input type="checkbox"/> Completed Year 12</td> <td>Year Completed _____</td> </tr> <tr> <td><input type="checkbox"/> Never attended school</td> <td></td> </tr> </table>	<input type="checkbox"/> Completed Year 8 or lower	Year Completed _____	<input type="checkbox"/> Completed Year 9 or equivalent	Year Completed _____	<input type="checkbox"/> Completed Year 10	Year Completed _____	<input type="checkbox"/> Completed Year 11	Year Completed _____	<input type="checkbox"/> Completed Year 12	Year Completed _____	<input type="checkbox"/> Never attended school	
<input type="checkbox"/> Completed Year 8 or lower	Year Completed _____												
<input type="checkbox"/> Completed Year 9 or equivalent	Year Completed _____												
<input type="checkbox"/> Completed Year 10	Year Completed _____												
<input type="checkbox"/> Completed Year 11	Year Completed _____												
<input type="checkbox"/> Completed Year 12	Year Completed _____												
<input type="checkbox"/> Never attended school													
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No												

<p>Have you successfully completed any qualifications or certificates?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes *If 'yes', please enter ONE of these Prior Education Achievement Identifiers for <b>any</b> applicable qualification level. If you have multiple Prior Educational Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to us.</p> <p style="text-align: center;"><b>A-</b> Australian    <b>E-</b> Australian Equivalent    <b>I-</b> International</p> <p><b>A   E   I</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above</p>
<p>Of the following categories which BEST describes your current employment status?</p>	<p><input type="checkbox"/> Full-time employee</p> <p><input type="checkbox"/> Part-time employee</p> <p><input type="checkbox"/> Self employed - not employing others</p> <p><input type="checkbox"/> Self- employed- employing others</p> <p><input type="checkbox"/> Employed - unpaid worker in a family business</p> <p><input type="checkbox"/> Unemployed - seeking full-time work</p> <p><input type="checkbox"/> Unemployed - seeking part-time work</p> <p><input type="checkbox"/> Not employed - not seeking employment</p>
<p>Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only). If never employed skip this question.</p>	<p><input type="checkbox"/> 1 – Managers</p> <p><input type="checkbox"/> 2 – Professionals</p> <p><input type="checkbox"/> 3 – Technicians and Trade Workers</p> <p><input type="checkbox"/> 4 – Community and Personal Service Workers</p> <p><input type="checkbox"/> 5 – Clerical and Administrative Workers</p> <p><input type="checkbox"/> 6 – Sales Workers</p> <p><input type="checkbox"/> 7 – Machinery Operators and Drivers</p> <p><input type="checkbox"/> 8 – Labourers</p> <p><input type="checkbox"/> 9 – Other</p>
<p>Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If never employed skip this question.</p>	<p><input type="checkbox"/> A - Agriculture, Forestry and Fishing</p> <p><input type="checkbox"/> B - Mining</p> <p><input type="checkbox"/> C - Manufacturing</p> <p><input type="checkbox"/> D - Electricity, Gas, Water and Waste Services</p> <p><input type="checkbox"/> E - Construction</p> <p><input type="checkbox"/> F- Wholesale Trade</p> <p><input type="checkbox"/> G - Retail Trade</p> <p><input type="checkbox"/> H - Accommodation and Food Services</p> <p><input type="checkbox"/> I - Transport, Postal and Warehousing</p> <p><input type="checkbox"/> J - Information Media and telecommunications</p> <p><input type="checkbox"/> K - Financial and Insurance Services</p> <p><input type="checkbox"/> L -Rental, Hiring and real Estate Services</p> <p><input type="checkbox"/> M -Professional, Scientific and Technical Services</p> <p><input type="checkbox"/> N - Administrative and Support Services</p> <p><input type="checkbox"/> O - Public Administration and Safety</p> <p><input type="checkbox"/> P -Education and Training</p> <p><input type="checkbox"/> Q - Health Care and Social Assistance</p> <p><input type="checkbox"/> R - Arts and recreation Services</p> <p><input type="checkbox"/> S - Other Services</p>

Of the following categories, which BEST describes your main reason for undertaking this program? (Tick ONE box only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/ voluntary work <input type="checkbox"/> Other reasons
Have you applied to be a student at this RTO before?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Eligibility for Government Funding

Eligibility for government funded training in Victoria is based on your citizenship, residency status, age and previously completed qualifications.

Generally, you are eligible for a government-subsidised training if you are:

- An Australian citizen
- A holder of a permanent visa; or
- A New Zealand citizen

and are any of the following:

- under 20 years of age
- Seeking to enrol in a Foundation Skills List course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)
- Seeking to enrol in VCE or VCAL
- Seeking to enrol in an apprenticeship
- Enrolling in a Skills set

or

- 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification.

**You are eligible to commence a maximum of two subsidised courses at the same qualification level in your lifetime. This restriction does not apply to courses on the Foundation Skills List or to students recommencing training in the same qualification (at the same or a different provider). In addition, eligible students can begin up to two subsidised courses in a year as long as you are not doing any more than two courses at a time.**

**Do you believe you are eligible for funding?**    ☐ Yes    ☐ No

If Yes, student and RTO Representative to complete the '2022 Evidence of Student Eligibility and Student Declaration' (at the back of the Enrolment Form).

### Concession Fees

A reduced course fee rate applies to eligible concession card holders under the Skills First funding - up to and including Certificate IV level qualifications:

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veteran's Gold Card

If you have a concession card please complete the following:

Type of Concession Card: \_\_\_\_\_

Concession Card No: \_\_\_\_\_

Expiry Date \_\_\_\_\_

If YES, we will need to take a photocopy of the original card when you enrol to attach to this enrolment form.

## Course Fees

Please see the Schedule of Fees, and the individual Statement of Fees.

## Payment of Course Fees

Please indicate below the payment method that will be used to pay the course fees (tick appropriate box):

☐ Credit Card

☐ Cash or EFT (Do Not send cash- Please visit our Head Office to make a cash or EFT payment)

## Refund Policy

All applications for refunds must be made in writing by way of the 'Application for Refund' form and submitted to Student Administration. Approved applications will be processed within 14 days from the date of application. The assessment of refund applications shall be granted as indicated below:

Outline of Refunds	
Withdrawal prior to agreed start date	Full refund of any pre-paid tuition fees.
Withdrawal from course after commencement	No refund of monies paid
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund only on Units not started.
The RTO is unable to commence the course for which the original enrolment and payment has been made.	Full refund or alternative placement in a course
The RTO is unable to continue to deliver the course as agreed.	Partial refund or alternative placement in a course

Note: There is no refunds for course resources purchased (i.e. workbooks, PPE etc).

### Extenuating circumstances

Students may have extenuating circumstances that prevent them from attending scheduled course dates. These circumstances may include (but are not limited to):

- Illness, Family or personal matters
- Other extraordinary reasons

Where evidence can be successfully provided to support the student's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances rests with the RTO Manager and shall be assessed on a case by case situation.

**Please note: where the student breaches the conditions of enrolment no refund is payable.**

This policy and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws, including but not limited to a statutory cooling off period if one applies.

## Privacy Statements

### Federal Privacy Notice

#### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

#### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### **How we disclose your personal information**

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### **Contact information**

At any time, you may contact AIE to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Australian Institute of Engineering  
60 Belfast St, BROADMEADOWS, VIC, 3047  
Ph: 8339 7955  
email: [info@auie.edu.au](mailto:info@auie.edu.au)

### **Victorian Government VET Student Enrolment Privacy Notice**

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is

protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

### Collection of your data

AIE is required to provide the Department with student and training activity data. This includes personal information collected in the AIE enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

AIE provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at [DET website](#).

### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact AIE's Privacy Officer, Shubhneet Tyagi in the first instance by phone 9302 1296 or email [info@aiie.edu.au](mailto:info@aiie.edu.au)

### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to [Victorian State Government Education and Training](#) website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to [Australian Government USI](#) website.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

**STUDENT SIGNATURE** ..... [DATE] .....

### Enrolment Conditions

In completing this enrolment form the student is agreeing to a contract with AIE that stipulates the following:

- Once the student commences the nominated course, AIE will deliver the Training Program using competency-based training principles and practices in accordance with the Australian Skills Quality Authority (ASQA).
- AIE and the student agree to work together to produce a unified approach in the student achieving the relevant course outcome
- The course fees payable to AIE are for the provision of the following services: Training and Assessment, Ongoing Administration Processes, Learning Resources, and when appropriate a Statement of Attainment
- Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to

re-sit the test/or have a re-assessment. If they are deemed 'NYC' for a second time they are to re-enrol into that unit/subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.

- For re-issuance of Certification the student will be charged \$25.00 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by AIE
- AIE reserves the right to accept or reject any application for enrolment at its discretion.
- AIE reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and, in that event, shall refund all payments received from the student (see refund policy).
- Refunds are made when a student application supports one of the reasons for refund (see next page for Refund conditions). Any refundable amounts found to be due to the student will be made within 14 days.

### Student Declaration

**In signing and submitting this 'Enrolment Form' the applicant acknowledges:**

- That the information provided by the Applicant in their application is complete and correct.
- Is aware of the course costs as outlined in Schedule of Fees and Statement of Fees and agrees to the course fees as listed on those documents at the time of enrolment.
- Agrees to be bound by the RTO rules and regulations and any amendments made to the rules and regulations.
- That they have completed the Language, Literacy and Numeracy activities in the Pre- Training Review as required
- Where a student's contact details change while studying with the RTO the student must advise the RTO of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- The Student Information Handbook has been read and all of the content understood.
- Agrees to the Enrolment Conditions (listed above in this document)
- Payment for enrolment into this course as will be undertaken in line with the Statement of Fees
- I give my permission for AIE to use any footage or photos taken of me in any promotional material. ☐ YES ☐ NO

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**SKILLS FIRST PROGRAM**  
**2022 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

**Section A - Evidence of citizenship/residency and age**

*To be completed by an authorised delegate of the Training Provider*

I confirm that in relation to (student's full name): \_\_\_\_\_

I have sighted **ONE** of the following:

- |                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract)                                                                                                                    | <input type="checkbox"/> Current Australian Passport                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Current New Zealand Passport                                                                                                                                        | <input type="checkbox"/> Australian Citizenship Certificate                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Current green Medicare Card                                                                                                                                         | <input type="checkbox"/> Australian Certificate of Registration by Descent                                                                                                                                                                                                                             |
| <input type="checkbox"/> A <b>proxy</b> declaration for individuals in exceptional circumstances as per Clauses 2.11-2.215 of the Guidelines About Eligibility (the Eligibility Guidelines). | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard.                                                                                                                       |
| <input type="checkbox"/> A Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross                              | <input type="checkbox"/> Confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F, or Humanitarian Stay (Temporary) (subclass 449) visa. |

By **EITHER**:

- ☐ viewing an original; OR
- ☐ viewing a certified copy; OR
- ☐ verifying through the Document Verification Service (DVS) [where it is possible to do so, and in accordance with Clause 2.5(c) of the Eligibility Guidelines]; OR
- ☐ viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device [in accordance with Clause 2.5(d) of the Eligibility Guidelines]; OR
- ☐ relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.8 of the Eligibility Guidelines] OR
- ☐ viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F, or Humanitarian Stay (Temporary) (subclass 449) visa

**AND** I have retained **ONE** of the following:

- ☐ a copy of the original or certified copy, or
- ☐ the certified copy, or
- ☐ evidence as set out in Clause 2.5 (c) of these Guidelines [where verified through the DVS]; or
- ☐ declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Eligibility Guidelines]; or
- ☐ a printed or electronic copy of a record from VEVO that confirms the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F, or Humanitarian Stay (Temporary) (subclass 449) visa.

**AND** if the student's age is relevant to their eligibility, and **ONLY IF** the evidence of citizenship/residency does not show a date of birth, I have also **SIGHTED** and **RETAINED** a copy of **ONE** of the following:

- ☐ Current drivers licence, ☐ Current learner permit, ☐ Proof of Age card ☐ 'Keypass' card
- ☐ current foreign passport ☐ Not applicable

## Section B - Education history (Enrolment in a Qualification)

To be completed by the student

**Don't leave any section blank unless you are asked to skip a question or go to the declaration - please ask the Training Provider for help if you do not understand a question.**

A **'skill set'** means a course with the title 'Course in...' or a single subject, or small group of subjects (for example 'Course in Family Violence')

A **'qualification'** means a course that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

**Q1.** What is the highest qualification that you have **now**, or **expect to complete** at the time the training you are applying for is scheduled to start? **Don't include** secondary or high school qualifications.  
(Include code and full title of qualification if possible, e.g. Certificate III in Aged Care. If you have not completed **any** qualification, write 'not applicable')

**Q2.** How many other **Skills First funded** qualifications have you enrolled in that have started, or will start in **the same calendar year** as the qualification/s you are applying for now? **Don't include** the qualification/s you are applying for now. **Do** include other qualification/s you've enrolled in at this or another training provider, but haven't started yet.

0    1    2    3    4+

**Q3.** Not including the qualification/s you are applying for now, how many other **Skills First funded** skills sets and / or qualifications are you doing at the moment?

0    1    2    3    4+

**Q4.** In your lifetime, how many **government funded** qualifications have you started that are at the same level as the one you are applying for now? *If you are applying for Foundation Skills Program, tick 'not applicable'.*

0    1    2    3    4+

☐ not applicable

### Student declaration

I, (print your full name): \_\_\_\_\_

**In seeking to enrol in** (write the code and full title of the qualification/s): \_\_\_\_\_

### Declare the following to be true and accurate statements:

a. **I AM / AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school. *(circle appropriate response)*

b. **I AM / AM NOT** enrolled in the Commonwealth Government's Skills for Education and Employment program. *(circle appropriate response)*

c. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Government under the Skills First Program. I understand how my enrolment will affect my future training options and eligibility for further training under the Skills First Program.

d. I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Section C – Training Provider Declaration**

*To be completed by an authorised delegate of the Training Provider*

Based on:

- my discussion with the student
- the evidence I have sighted and retained in **Section A**
- the information provided to me by the student in **Section B**

I confirm that the student is: **[CHOOSE ONE]**

- ☐ eligible for Skills First funding for the program/s listed below
- ☐ not eligible for Skills First funding
- ☐ not eligible for Skills First funding, but I have granted an eligibility exemption for the program/s listed below.

*(Write the code and full title of program/s in which the student is seeking to enrol)*

\_\_\_\_\_

Where I have granted an exemption under any initiatives in Part C of Schedule 1 of the Contract, I have sighted and retained any additional evidence specified in Attachment 2 of the Eligibility Guidelines.

I acknowledge that as the Training Provider's authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this declaration, I acknowledge that I have reviewed **Sections A and B** and have confirmed they have been completed in full.

**Authorised Training Provider Delegate:**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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#### **NOTES**

Use this section to record additional, relevant eligibility information, including information used by the Training Provider to verify the individual's eligibility that is not captured in Sections A or B.

**If there are no notes, write N/A**